

Table of Contents

Adjunct Professional Development Committee	G 2
Orientation Session	G 2
Staff Evaluation	G 2
Student Evaluations	G 2
Resource Materials	G 2-3
Student Evaluation of Instruction Sample Form	G 4



Adjunct Professional Development Committee

The Adjunct Professional Development Committee (APDEC) addresses issues of concern to adjunct faculty. The primary focus of this committee is to provide support to adjunct faculty. APDEC sponsors a dinner for adjunct faculty at the beginning of each semester. In addition, three workshops are held each semester for adjunct faculty.

Orientation

An orientation is generally held at the beginning of each semester for new adjunct instructors by department chairs. Department chairpersons are always available to assist faculty and answer any questions.

Staff Evaluation

An administrator or full-time faculty member who teaches the same or similar course(s) an adjunct is teaching may visit classes to do an evaluation. The adjunct will be contacted ahead of time and may select the session to be observed. The purpose of this visit is to assist in developing teaching skills. We hope you will find that you have grown professionally because of your experience with the College.

Student Evaluations

Each semester you teach, a student evaluation should be administered. Your chairperson will provide you with a supply of the evaluation form, instructions for its use, and assistance in analyzing the results. A sample copy of this form is included at the end of this section.

Resource Materials

As you prepare for your teaching responsibilities, the College has available a series of videotapes titled *College Teaching*. The tapes included in this series are:

- *Course Goals and Objectives*
- *The First Day*

- *Lesson Design*
- *Planning Instruction or Higher Levels of Thought*

The following booklets are excellent and will be a valuable resource. Copies are available from department chairpersons or a secretary:

- *The Measuring Stick*
- *A Guide to Self-Improvement in Teaching*
- *Teaching Tips for Part-time Teachers*
- *How to Hold Students*

The following is a list of books that are available through the Learning Resource Center. Each addresses a particular area which should assist instructors in their classroom growth.

1. Title: *The American Community College*
 Author: Cohen, Arthur M.
 Call number: CURRENT 378.052 C66-3
2. Title: *Assessing Student Learning and Development: A Guide to the Principles, Goals and Methods of Determining College Outcomes*
 Author: Erwin, T. Dary
 Call number: Level 1 - 378.73 Er95
3. Title: *Assessing Student Performance: Exploring the Purpose and Limits of Testing*
 Author: Wiggins, Grant P.
 Call number: Level 1 - 371.264 W63
4. Title: *Between a Rock and a Hard Place: The At-Risk Student in the Open-Door College*
 Author: Roueche, John E.
 Call number: Level 1 - 378.052 R75

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| <p>5. Title: <i>Classroom Assessment Techniques: A Handbook for College Teachers</i>
 Author: Angelo, Thomas
 Call number: Level 1 - 378.125 An43-2</p> | <p>13. Title: <i>Learning Style Perspectives: Impact in the Classrooms</i>
 Author: Sarasin, Lynne Celli
 Call number: CURRENT 370.1523 Sa7i</p> |
| <p>6. Title: <i>Creating the Virtual Classroom: Distance Learning with the Internet</i>
 Author: Porter, Lynnette R.
 Call number: CURRENT 371.35 P83</p> | <p>14. Title: <i>Learning to Listen, Learning to Teach: the Power of Dialogue in Educating Adults</i>
 Author: Vella, Jane Kathryn
 Call number: Level 1 - 374 V54</p> |
| <p>7. Title: <i>Designing for Interactive Televisions: An Educator's Guide</i>
 Author: Greer, Edrie
 Call number: Level 1 - 371.335 G85</p> | <p>15. Title: <i>The Master Tutor: a Guidebook for More Effective Tutoring</i>
 Author: MacDonald, Ross B.
 Call number: Level 1 - 371.394 M14</p> |
| <p>8. Title: <i>Developmental Education: A Twenty-First Century Social and Economic Imperative</i>
 Author: None given
 Call number: CURRENT 374.012 D49</p> | <p>16. Title: <i>Mindful Learning: Teaching Self-discipline and Academic Achievement</i>
 Author: Strahan, David B.
 Call number: CURRENT 370.1523 St8l</p> |
| <p>9. Title: <i>Effective Teaching, Effective Learning: Making the Personality Connection in Your Classroom</i>
 Author: Fairhurst, Alice M.
 Call number: Level 1 - 371.30282 Fl6</p> | <p>17. Title: <i>What Business Wants from Higher Education</i>
 Author: Oblinger, Diana
 Call Number: CURRENT 378.01 Ob4</p> |
| <p>10. Title: <i>The Elements of Teaching</i>
 Author: Banner, James M.
 Call Number: CURRENT 371.102 B22</p> | <p>18. Title: <i>What Teachers Need to Know: the Knowledge, Skills, and Values Essential to Good Teaching</i>
 Author: None given
 Call number: Level 1 - 371.102 W55</p> |
| <p>11. Title: <i>Essential Skills for College Teaching: an Instructional Approach</i>
 Author: Cyrs, Thomas E.
 Call number: Level 1 - 378.125 C99</p> | <p>19. Title: <i>When Hope and Fear Collide: a Portrait of Today's College Student</i>
 Author: Levine, Arthur
 Call Number: CURRENT 378.198 L57</p> |
| <p>12. Title: <i>A Handbook on the Community College in America: its History, Mission, and Management</i>
 Author: None given
 Call number: Level 1 - 378.052 H19b</p> | <p>-</p> |



Student Evaluation of Instruction Sample Form

KCC STUDENT EVALUATION OF INSTRUCTION

Your honest and sincere evaluation of this course is necessary to insure that all of our instructors and courses are of the highest caliber. Your instructor will receive the results after the final grades are submitted.

Name of Instructor: _____

Course Title and Number: _____

Rating Scale: 4 = Strongly Agree, 3 = Agree, 2 = Disagree, 1 = Strongly Disagree

- | | | | | |
|---|-------------------------|-------------------------|-------------------------|-------------------------|
| 1. This instructor treats students with respect. | <input type="radio"/> 4 | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 |
| 2. This instructor encourages students to do their best work. | <input type="radio"/> 4 | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 |
| 3. This instructor is available to answer questions if students ask for help. | <input type="radio"/> 4 | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 |
| 4. This instructor communicates clearly and effectively. | <input type="radio"/> 4 | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 |
| 5. This instructor demonstrates knowledge of the subject matter. | <input type="radio"/> 4 | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 |
| 6. This instructor is prepared. | <input type="radio"/> 4 | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 |
| 7. This instructor presents course material with a variety of methods. | <input type="radio"/> 4 | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 |
| 8. This instructor provides fair assignments/tests/learning activities that relate to the subject matter. | <input type="radio"/> 4 | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 |
| 9. This instructor has a clearly defined grading system. | <input type="radio"/> 4 | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 |
| 10. This instructor completes grading of material within a reasonable time. | <input type="radio"/> 4 | <input type="radio"/> 3 | <input type="radio"/> 2 | <input type="radio"/> 1 |

Instructors find your written comments helpful for continuous improvement of instruction. Please take time to comment.

11. The instructor's strengths are:

12. The instructor would be more effective if:

13. What was the most valuable part of this course?

14. How could this course be improved?